

**SUBJECT: Records Control Schedule No. 24-56**

1. Attached is the Records Control Schedule covering the records of your component. This schedule was prepared by the Records Management Staff, DD/S and approved by the Assistant Director, Central Reference.
2. This schedule should be used to effect appropriate disposition of the records in your component. The item numbers identify major series or categories of records which should cover all or most of your records. The destruction or retirement of the records should be in accordance with the "Disposition Instructions" in the Records Control Schedule except that destruction action proposed on certain item numbers listed in the front of your schedule must be temporarily delayed pending legal authorization.
3. Although the schedule is mandatory it is not inflexible. Changes can be made at your request. Such changes however, should be requested in writing through the OCR Records Management Officer so that all legal aspects may be taken care of.
4. In order to provide the Management Staff with a report of the volume of records destroyed in OCR under authority of the schedule, a report of any destruction will be made to the OCR Records Management Officer. This report will be in writing and will cover the following:
  - a. Amount of material in linear feet, or inches.
  - b. A general description of the material as given on your Records Control Schedule i.e., Subject Files, Source Material, Reference Publications, Intelligence Reports, etc.
  - c. The type of material (cards, correspondence, documents, etc.) and
  - d. The item number on the schedule under which the records were destroyed.

A report should be made only when the amount of material destroyed is approximately one linear foot or more. Only that material which is actually part of a file should be reported. Individual documents which are destroyed on a daily basis and which never become part of the file series should not be included.

5. A negative report, if applicable, is required from your components (branch level and above) at the end of each quarter.

6. The Office of Security has granted an exception to the requirement of logging the destruction of individual secret and confidential documents providing a record of the material destroyed is maintained by category of material, file names, subject or other means of identifying, by general description, the nature and kind of material destroyed. Reporting the destruction of material as required in paragraph 4 above serves to fill this requirement.

**EXHIBIT NO. 3**